

## **COACHING ASSISTANT**

### **GENERAL STATEMENT:**

Work closely with the Head Coach to help to teach, mentor and monitor the young men/women involved in the TVCC athletic program.

### **REPORTS TO:**

Head Coach or Program Director

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree required.

#### **LICENSE OR CERTIFICATION:**

Current Driver's License and ability to pass a motor vehicle record check.

#### **EXPERIENCE:**

Some experience in assisting in the assigned sport/department.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Assist the coach/director in practice, games or events.
- Assist in the supervision of college dormitories.
- Assist in the supervision of the college dining hall.
- Assist in the maintenance of college equipment and facilities.
- Supervise a study hall for the students in the sport or department he/she coaches .
- Assist with scouting, recruiting and other work-related duties.
- Adhere to all TVCC policies and procedures.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- Must be capable of demonstrating technical skills in the assigned sport.
- Must reside in campus housing provided by TVCC.

**COACHING ASSISTANT**

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 6/23/11*

*Revised:*

JD486